Student Enrollment Policy
Adopted: June 2005
Modified: January 2011, November 2011, June 2013, April 2015, December 2016, June 2019
Last review: June 23, 2019; July 28, 2020

Purpose
The purpose of this policy is to define online learning options and how students may enroll in Minnesota Online High School (MNOHS).

Enrollment Options
Students attending Minnesota Online High School may enroll under the following options:

• As a comprehensive student in grades 9 thru 12 who takes all of their coursework at MNOHS or through MNOHS and PSEO and MNOHS is considered to be the enrolling district. Any Minnesota resident who does not have a high school diploma, is physically residing in Minnesota and under the age of 21 at the time of enrollment is eligible to enroll as a comprehensive student up until the close of a term’s enrollment window as identified in the school’s published calendar.

• As a supplemental student who takes courses at MNOHS while remaining enrolled in another Minnesota school district, and who applies the credit earned at MNOHS to the graduation requirements of that district.

• As a paying tuition student provided tuition is paid for each course comparable to the amount MNOHS would have received through state aid. This option applies to students under the age of 21 who are not physically residing in Minnesota, want to split their enrollment between home school or private school and MNOHS, want to attend high school during the regular school year more than full time, or otherwise do not qualify for publicly funded education.

• As a student accepted through a tuition agreement with another institution.

Students under the age of 18 must have written consent of a parent or guardian prior to enrolling.

Policy
MNOHS does not limit participation on the basis of intellectual ability; measures of achievement or aptitude; or athletic ability and does not discriminate on the basis of race; color; creed; religion; national origin; sex (including sexual orientation; gender identity or expression; pregnancy or pregnancy related
conditions; and sex stereotypes); marital status; disability; status with regard to public assistance; age; intellectual ability; measures of achievement or aptitude; or athletic ability.

The capacity of the school is defined, in part, by the total number of course enrollments available across all subjects. Annually the MNOHS Board of Directors, in conjunction with the Executive Director, will determine the capacity of the school by setting the total number of course enrollments that will be available across all subjects. Course enrollments may not exceed 110% of this cap at any point in the school year however the Board of Directors may vote to increase or decrease the enrollment cap during the school year. Any increase or decrease will be effective for the term beginning after the vote.

The Executive Director will assign enrollment caps for each of the enrollment options listed above and may adjust these as needed, provided the total cap set by the Board is not exceeded.

If the capacity of the school, as defined above, is insufficient to meet the needs of confirmed applicants who have chosen comprehensive enrollment, those confirmed applicants will be placed on a waiting list and may participate in a lottery should course space become available after a term’s enrollment window closes and prior to the start of the next term.

The school shall give enrollment preference to a sibling of an enrolled pupil, to a foster child of an enrolled pupil's parents and to children of the school's staff before accepting other pupils by lot.

**Lottery**

If confirmed enrollment applications from comprehensive students exceed capacity, those students will be placed on a waiting list and may be admitted to MNOHS by the term’s add/change date using the following system:

- Students will be placed on a waiting list and assigned a number using Excel’s random number function.

- As openings for confirmed comprehensive students become available before the start of the new term, students will be invited to enroll based on number—the applicant with the smallest number being invited first.

- Students not placed for the current term will retain their lottery number until the enrollment window for the fourth quarter closes, at which time the waiting list will expire.
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- Students remaining on the waiting list will be notified that they may re-apply to MNOHS.

Admission Outside the Enrollment Window

Provided that space exists and there is not a waiting list for entry, the executive director may continue to admit students to MNOHS once the term’s enrollment window closes under one or more of the following conditions:

- The student has a medical or mental health condition, verified by their current school, that is impacting their ability to attend.
- The student is in crisis and has a letter signed by their current school counselor, mental health professional, or medical professional documenting the situation and confirming that MNOHS is a better school placement at this time.
- The student’s current school has encountered a catastrophic event that makes attending impossible or would significantly impact their academic progress.
- The student is homeless as defined in Section 725 of the McKinney-Vento Act.

Students enrolling after a term’s add/change date may be assigned a less than full-time course schedule as determined by the student, their parent/guardian and the school counselor.